



Requisition for Graphic Arts Services

Office of Chief Human Capital Services - Printing and Graphic Arts Branch - HUD HQ Rm B146

Phone: 202.708.0081 * Fax: 202.708.3720

Shaded areas are for Graphic Arts Section use ONLY

Originating Office:		Control #	BOC: 2547	Job #:	
Point of Contact (Person most familiar with request):			Contact Phone #:	Date In:	
Description/Title of Request:					Delivery Date Requested:
Name of Authorizing Official:		Signature	Date:	Specialist/Date Out:	
Type of Request: GRAPHICS PUBLICATION PRESENTATION PHOTOGRAPHY OTHER					
Audience/Description of End Product:				Checklist	BROADCAST GPO PRINTED (HUD 20) QUICK COPY Other:
Additional/Detailed Information:					Summary:
Contracted Jobs:			Total Amount:	Contractor:	
Cost Approved By:		Signature:	Date:	Est. Delivery Date:	
Bankcard Holder Name and Signature		Approving Official Name and Signature		Completion Date:	